



CITY OF REDMOND Commercial/Multi-Family Submittal Checklist

The following minimum information is required for your Commercial/Multi-Family Building Permit Application. Mark each box to designate that the information has been provided. Please submit this checklist as part of your submittal documents. **Incomplete applications will not be accepted.**

- 1) ☐ **One (1) City of Redmond Commercial/Multi-Family Permit Application**
(One permit application per building or structure is required.)
- 2) ☐ **One (1) City of Redmond Commercial/Multi-Family Submittal Requirements Form**
- 3) ☐ **One (1) Building Code Summary Worksheet (IBC)**
- 4) ☐ **One (1) Building Permit Fee Calculation Worksheet**
- 5) ☐ **Two (2) Site Plans**
- 6) ☐ **Two (2) Architectural Drawings**
- 7) ☐ **Two (2) Structural Drawings**
- 8) ☐ **Two (2) Structural Calculations**
- 9) ☐ **Three (3) Geotechnical Engineering Reports if the Project has Received Site Plan Approval or One (1) Geotechnical Engineering Report If the Project has NOT Received Site Plan Approval**
- 10) ☐ **Eight (8) Civil Drawings if the Project has Received Site Plan Approval**
- 11) ☐ **Two (2) Drainage Calculations if the Project has Received Site Plan Approval**
- 12) ☐ **Three (3) Landscape Drawings if the Project has Received Site Plan Approval**
- 13) ☐ **Two (2) Project Specification Manuals (if applicable)**
- 14) ☐ **Two (2) Washington State Energy Code Compliance Forms**
- 15) ☐ **Two (2) Special Inspection Requirements Forms**
- 16) ☐ **Two (2) Occupant's Statement of Intended Use Form**
- 17) ☐ **Two (2) 8 ½ x 11 Site Plan, Elevation Plan and Floor Plan per the Fire Dept. Program**
- 18) ☐ **One (1) copy of Project Approval Letter from the City of Redmond Technical Committee**
- 19) ☐ **One (1) copy of Civil Plan Submittal Requirements form in place of items 10, 11 and 12 if the Project has NOT Received Site Plan Approval**

Drawings shall be BOUND SEPARATELY BY TYPE, architectural, structural and landscape, and then ROLLED TOGETHER IN COMPLETE SETS.

An intake appointment is required for all new Commercial or Multi-Family Building Permit Applications. To schedule an appointment please contact the City of Redmond Permit Center at 425-556-2473 or by e-mail to permitech@redmond.gov.

I acknowledge that all items designated above are included as part of this application.

Applicant's Signature

Date